

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**YOUTH CHALLENGE ACADEMY CADRE AIDE**

**JOB DESCRIPTION**

Employees in this job perform a variety of tasks providing direction to at-risk youth participating in the Michigan Youth Challenge Academy administered by the Department of Military and Veterans Affairs. Employees perform tasks and oversee cadets in the areas of personal hygiene, uniform care and maintenance, compliance with program policies, rules, and regulations in a structured residential setting.

There are two classifications in this job.

**Position Code Title – Youth Challenge Academy Cadre Aide E**

Youth Challenge Academy Cadre Aide E6

This is the experienced level. The employee, with increased responsibility, performs a full range of youth challenge cadre aide assignments using limited judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods and practices.

**Position Title – Youth Challenge Academy Cadre Aide A**

Youth Challenge Academy Cadre Aide 7

This is the advanced level. The employee functions as a lead worker, overseeing the work of other Youth Challenge Academy Cadre Aides.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides daily supervision of cadet compliance with procedures and policies regarding dining, physical training, hygiene, education and community service.

Instructs and demonstrates appropriate behaviors to cadets and provides follow-up and constructive feedback.

Complies with military protocol and procedures.

Provides basic first aid and safety instruction to cadets.

Conducts physical fitness and recreation training for cadets.

Prepares incident/intervention reports.

Serves as a role model in a quasi-military residential environment.

Assists other program staff during presentations to parents and civic organizations.

Operates a motor vehicle to travel to various work sites and other areas for supplies.

Transports and accompanies cadets on tours, special events, and educational field trips.

Performs related work appropriate to the classification as assigned.

**Additional Job Duties**

Youth Challenge Academy Cadre Aide 7 (Lead Worker)

Oversees the work of Youth Challenge Academy Cadre Aides.

Maintains records and prepares reports.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Ability to follow instructions.

Ability to participate and lead military drill and fitness activities.

Ability to communicate effectively.

Knowledge of the work methods and practices for the military model approach.

Knowledge of military procedures, protocol, and training supervision.

Knowledge of life skills and physical fitness.

Knowledge of the facility practices and procedures.

Ability to maintain records and prepare reports.

**Additional Knowledge, Skills, and Abilities**

**Youth Challenge Academy Cadre Aide 7 (Lead Worker)**

Ability to explain instructions and guidelines to others effectively.

Ability to train and assign work to employees.

Ability to prioritize the work of Youth Challenge Academy Cadre Aides.

Ability to organize and coordinate the work of the unit.

**Working Conditions**

Employees may be assigned to work on any day of the week and on any shift.

Employees will be required to wear military style uniforms and must maintain grooming standards.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require travel.

**Physical Requirements**

The job duties require an employee to walk for extended periods.

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

**Education**

No specific amount of formal education is required.

**Experience**

**Youth Challenge Academy Cadre Aide E6**

One year of experience working with youth in a residential setting.

OR

One year of military experience.

**Youth Challenge Academy Cadre 7**

One year of experience equivalent to an experienced Youth Challenge Academy Cadre Aide.

OR

Two years of military experience, including one year in a leadership role.

**Special Requirements, Licenses, and Certifications**

Possession of a valid Michigan driver's license.

Willingness to submit to a background investigation.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
YTHCHLADE	Youth Challenge Academy Cadre Aide

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Youth Challenge Academy Cadre Aide-E	YTHCADEE	U11-003
Youth Challenge Academy Cadre Aide-A	YTHCADEA	U11-004

ECP Group 1  
8/20/2000  
PAP/VLWT